




# Licensing Microsoft Office 2013

## Volume Licensing

This document covers licensing for Microsoft Office 2013 acquired outside of the Office 365 plans. These plans are an alternative way of acquiring Office licenses and are covered in a separate document in this series.

MICROSOFT® OFFICE 2013 SKU LINE UP and CHANNEL AVAILABILITY		Channel Availability	Home and Student RT	Home and Student	Home and Business	Professional	Standard	Professional Plus
<b>Word</b>	Word processing		✓*	✓	✓	✓	✓	✓
<b>Excel</b>	Spreadsheets		✓*	✓	✓	✓	✓	✓
<b>PowerPoint</b>	Presentation graphics		✓*	✓	✓	✓	✓	✓
<b>OneNote</b>	Note-taking program		✓*	✓	✓	✓	✓	✓
<b>Outlook</b>	Messaging and collaboration client				✓	✓	✓	✓
<b>Publisher</b>	Desktop publishing (brochures, flyers etc)					✓	✓	✓
<b>Access</b>	Database software					✓		✓
<b>InfoPath</b>	Information-gathering program							✓
<b>Lync</b>	Communications software							✓
<b>Server Integration</b>	Features to help users connect, communicate and collaborate more easily						Limited	Enhanced
<b>Commercial Use Rights</b>	The right to use Microsoft Office for business purposes				✓	✓	✓	✓

✓\* **Very slightly reduced functionality**  
 ✓ **Product included**

 Available through OEM
  Available through FPP
  Available through Volume Licensing

### LICENSING MICROSOFT OFFICE

The Microsoft Office desktop products (including, for example, Microsoft® Visio®) are licensed **per device**.

Note that Office 2013 editions consist of more than one product offered under a single license and the software may not be separated for use on more than one computer.

### WEB APPS

Office Web Apps are online companions to Word, Excel, PowerPoint, and OneNote, enabling users to access and do light editing or sharing of Office documents from virtually anywhere.

The documents storage options depend on how customers acquire their Office licenses as shown below:

	On-premise hosted documents <sup>1</sup>	SharePoint Online hosted documents	SkyDrive hosted documents
Office 2013 VL license <sup>2</sup>	✓	✓	
Non-VL Office license <sup>3</sup>			✓
No Office software <sup>3</sup>			✓

#### Notes:

- Customers licensed for Microsoft Office 2013 through a Volume Licensing program can deploy Office Web Apps on-premise on a server running Microsoft SharePoint Server, or using Office Web Apps Server
- The primary user of a device licensed with Office through a Volume Licensing program may use the Web Apps from any device
- Free Web Apps are available for any user storing documents on the public SkyDrive storage area

### OFFICE 2013 USAGE RIGHTS BY CHANNEL

	OEM	FPP	Volume Licensing
<b>Transfer Rights</b> <i>The right to uninstall software from one device and re-install on a different device</i>		✓	✓
<b>Downgrade Rights</b> <i>The right to run an older version (same edition) of Office in place of Office 2013</i>			✓
<b>Portable Use Rights</b> <i>Allows the primary user of a device licensed with Office 2013 to install and use Office on a secondary, portable device</i>			✓
<b>Rights to install with Windows To Go</b> <i>Allows Office to be installed in a Windows To Go environment</i>			✓
<b>Rights to install on a server</b> <i>Allows Office to be installed on a server for delivery through an RDS or VDI infrastructure</i>			✓
<b>Rights to run Office for Mac Standard 2011</b> <i>The option to deploy Office for Mac if required</i>			✓
<b>Commercial Use Rights for Office Home and Student RT</b> <i>Allows the primary user of a device licensed with Office 2013 to use Office Home and Student RT for commercial purposes</i>			✓

### VOLUME ACTIVATION

Product activation is required for all of the latest Office suites. Volume Activation allows Volume Licensing customers to automate the activation process with a choice of two methods that remain essentially unchanged from the Office 2010 activation processes:

- ▶ KMS (Key Management Services)
- ▶ MAK (Multiple Activation Key)

Further Microsoft Licensing handouts and exams: [GetLicensingReady.com](http://GetLicensingReady.com)